

6/18/2008 LIBRARY BUILDING COMMITTEE

REGULAR MEETING MINUTES

TAKEN BY: LISA RABIDEAU, LBC CLERK

MINUTES APPROVED ON JULY 23, 2008

DATE: Wednesday, June 18, 2008

TIME: 6:30 pm

**PLACE: Jesse M. Smith Memorial Library, 100 Tinkham Lane,
Harrisville, RI**

**MEMBERS PRESENT: David Ketcham, Michael Magnan, G. Wayne
Miller, Victor Antoniello, Robert Martel**

MEMBERS ABSENT: James Moran, Christopher Blakely

**OTHERS PRESENT: Sandra Mundy, JMS Librarian; Daniel Joubert,
Clerk of the Works; Peggy Dudley, Town Council Liaison to LBC**

**CALL TO ORDER: Meeting was called to order by Victor Antoniello
at 6:35 p.m.**

1. PREVIOUS MINUTES

**That the question of accepting the minutes of June 3, 2008 (special
meeting) and the question of dispensing with the reading of said
minutes now be taken up.**

VOTED: To ACCEPT the minutes of June 3, 2008 (special meeting).

MOTION BY: Michael Magnan SECONDED: David Ketcham THOSE

VOTING FOR THE MOTION: David Ketcham, Michael Magnan, Wayne

**Miller, And Robert Martel VOTING AGAINST: none ABSTAINED:
Victor Antoniello**

2. UNFINISHED BUSINESS

LBC-366 Discuss and take action on additional heating oil purchase.

**VOTED: To instruct Sandra Mundy to have library oil tank filled and
submit bill to LBC. MOTION BY: Michael Magnan SECONDED:**

**Robert Martel THOSE VOTING FOR THE MOTION: David Ketcham,
Michael Magnan, Wayne Miller, Robert Martel, Victor Antoniello**

VOTING AGAINST: none

**LBC-387 Discuss and take action on bids for outside storage
building.**

**Dan Joubert submitted a third quote, from Lowe's – copy attached in
meeting packet.**

**VOTED: To grant bid for outside storage building to POST
WOODWORKING/APPLE VILLA in the amount of \$3998. MOTION BY:
David Ketcham SECONDED: Wayne Miller THOSE VOTING FOR
THE MOTION: David Ketcham, Michael Magnan, Wayne Miller, Robert
Martel, Victor Antoniello VOTING AGAINST: none**

LBC-408 Discuss and take action on coin collector for copy machine.

VOTED: To TABLE to next meeting. MOTION BY: David Ketcham

SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION:

**David Ketcham, Michael Magnan, Wayne Miller, Robert Martel, Victor
Antoniello VOTING AGAINST: none**

LBC-409 Discuss and take action on sign bids for East Avenue side.

VOTED: To TABLE to next meeting. MOTION BY: David Ketcham
SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:
David Ketcham, Michael Magnan, Wayne Miller, Robert Martel, Victor
Antoniello VOTING AGAINST: none

3. NEW BUSINESS

NONE

4. INVOICES & EXPENSES

LBC-421 Discuss and take action on GENERAL CONTRACTOR'S
REQUISITION #20 (dated 5-20-2008) from E.W. Burman, Inc. in the
amount of \$29,810 for contractor services/final payment. (NOTE: this
item was tabled from meeting on 6/3/08)

Dan Joubert and Sandra Mundy affirm that all items are taken care of
and any additional issues are "warrantee items."

VOTED: To PAY INVOICE as written. MOTION BY: Wayne Miller
SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:
David Ketcham, Michael Magnan, Wayne Miller, Robert Martel, Victor
Antoniello VOTING AGAINST: none

LBC-422 Discuss and take action on confirming James Moran's
verbal approval of INVOICE #6207-Rev. 1 from American Tele-Connect
Services, Inc. (dated 4/10/2008) in the amount of \$582.50 for telephone
installation.

VOTED: To CONFIRM APPROVAL as written. MOTION BY: Wayne
Miller SECONDED: David Ketcham THOSE VOTING FOR THE
MOTION: David Ketcham, Michael Magnan, Wayne Miller, Robert
Martel, Victor Antoniello VOTING AGAINST: none

LBC-423 Discuss and take action on INVOICE #158321 from Core Business Technology (dated 5/30/2008) in the amount of \$6696 for copy machines.

VOTED: To PAY INVOICE as written. MOTION BY: Robert Martel

SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: David Ketcham, Michael Magnan, Wayne Miller, Robert Martel, Victor Antonielli VOTING AGAINST: none

LBC-424 Discuss and take action on INVOICE #48 from Lisa Rabideau (dated 6/8/2008) in the amount of \$394.72 for clerk services.

VOTED: To PAY INVOICE as written. MOTION BY: Wayne Miller

SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: David Ketcham, Michael Magnan, Wayne Miller, Robert Martel, Victor Antonielli VOTING AGAINST: none

LBC-425 Discuss and take action on INVOICE #1347411-004 from Highsmith (dated 2/19/2008) in the amount of \$162.65 for literature holders and wall display.

VOTED: To PAY INVOICE as written. MOTION BY: Wayne Miller

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: David Ketcham, Michael Magnan, Wayne Miller, Robert Martel, Victor Antonielli VOTING AGAINST: none

LBC-426 Discuss and take action on remaining balance of INVOICE #74124-0 from Creative Office Pavilion (dated 3/27/2008) in the amount of \$9754.71 for furniture. (NOTE: this reflects the 10% of this invoice that was held back at the April LBC meeting).

Noted that tax was added to this invoice, which was originally for

\$119,527.86. The tax of \$7876.95 was deducted, leaving the new total as \$1877.76.

**VOTED: To PAY INVOICE as amended (less sales tax) in the amount of \$1877.76. MOTION BY: David Ketcham SECONDED: Wayne Miller
THOSE VOTING FOR THE MOTION: David Ketcham, Michael Magnan, Wayne Miller, Robert Martel, Victor Antoniello VOTING AGAINST: none**

LBC-427 Discuss and take action on INVOICE #77589-0 from Creative Office Pavilion (dated 4/24/2008) in the amount of \$14977.65 for furniture.

Noted that tax was added to this invoice – new total should be \$14,059.95

**VOTED: To PAY INVOICE as amended (less sales tax) in the amount of \$14,059.95. MOTION BY: David Ketcham SECONDED: Wayne Miller
THOSE VOTING FOR THE MOTION: David Ketcham, Michael Magnan, Wayne Miller, Robert Martel, Victor Antoniello VOTING AGAINST: none**

LBC-428 Discuss and take action on INVOICE #77589-1 from Creative Office Pavilion (dated 6/10/2008) in the amount of \$2402.13 for furniture

**VOTED: To TABLE to next meeting. MOTION BY: David Ketcham
SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: David Ketcham, Michael Magnan, Wayne Miller, Robert Martel, Victor Antoniello VOTING AGAINST: none**

5. CHANGE ORDERS

NONE

6. REPORTS

A. ARCHITECT NOT HERE

B. CLERK OF THE WORKS

Dan Joubert notes that he will not be charging LBC for time worked on warrantee items through 10/08.

C. GENERAL CONTRACTOR NOT HERE

D. ENVIRONMENTAL CONTRACTOR NOT HERE

E. PLANNING DEPARTMENT NOT HERE

F. LIBRARY ADMINISTRATION NONE

G. LIBRARY FUNDRAISING COMMITTEE NOT HERE

H. BUDGET UPDATE

David Ketcham notes he will update budget worksheet to reflect items voted on tonight.

7. CORRESPONDENCE/COMMUNICATIONS

A. REQUEST(S) FOR INFORMATION TO BE RECEIVED NONE

**B. REVIEW AND ACT ON CORRESPONDENCE/COMMUNICATIONS
NONE**

8. GENERAL DISCUSSION OF PROJECT

It was noted that many new library cards have been issued since opening and that circulation has doubled. It was also decided that the next LBC meeting will be held on July 17th.

9. THIS MEETING WAS ADJOURNED AT 7:30PM
VOTED: To ADJOURN. MOTION BY: David Ketcham SECONDED:
Wayne Miller THOSE VOTING FOR THE MOTION: David Ketcham,
Michael Magnan, Wayne Miller, Robert Martel, Victor Antoniello
VOTING AGAINST: none

MINUTES CERTIFIED BY:

Lisa Rabideau, Clerk to LBC Date

MINUTES APPROVED:

Victor Antoniello, LBC Chairman Date